

SUPERIOR COURT OF CALIFORNIA  
COUNTY OF RIVERSIDE  
FAMILY LAW COURT  
4175 Main Street  
Riverside, California  
Hour's 8:00 a.m. – 4:00 p.m. Telephone (951) 955-1940

# NOTICE OF MOTION







This document may be used to **request orders for custody and visitation, child and spousal support, attorney fees and costs**, and other relief. If you want the court to make temporary orders (orders that will be in effect from now until your case is finished), **or** to change any existing orders, you will need to file an **Order to Show Cause**.

When completing the **Notice of Motion**, you must indicate what you want the court to do and, why you think the action is necessary. You will need to pay special attention to question number 10 on the **Application and Order and Supporting Declaration** (Form FL-310). When answering question number 10 you must spell out in detail what you want the court to do and why it is necessary. This is your statement/testimony to the court. Additionally, if you are asking for money, you must complete the **Income and Expense Declaration** (Form FL-150).

Filing Fees:     \$40.00     - Initial Request  
                     \$25.00     - Additional Charge for Modification of any custody/visitation order

Riverside Superior Court Family Law Assistance Center  
Monday through Friday, 8 a.m. – 4 p.m.  
Telephone Number: (951) 9551583

We Can Help With:

-  Child Support/Spousal Support
-  Child Custody and/or Visitation
-  Divorce
-  Establish Parentage/Parental Relationship
-  Community Referrals
-  Temporary Restraining Orders

## FEE WAIVER

Review the "Information Sheet on Waiver of Court Fees and Costs" to determine if you qualify for a fee waiver.


### COMPLETION OF FORMS

 **To apply for a fee waiver you must complete the following two forms as indicated:**

- A. Information Sheet On Waiver Of Court Fees And Costs (FW-001-Info)  
<http://www.courtinfo.ca.gov/forms/documents/fw001info.pdf>
- B. *Application for Waiver of Court Fees and Costs (FW-001)*. **You must provide all of the requested information.**  
<http://www.courtinfo.ca.gov/forms/fillable/fw001.pdf>
- C. *Order on Application for Waiver of Court Fees and Costs (FW-003)*. **Complete the top portion of this form only.**  
<http://www.courtinfo.ca.gov/forms/fillable/fw003.pdf>

THESE FORMS DO NOT HAVE TO BE SERVED ON THE OTHER PARTY.

### FILING

 An original and one copy of each of these forms must be returned to the filing window in the Clerk's Office. These forms must be submitted at the time you submit your Notice of Motion.

### NOTIFICATION OF APPROVAL OR DENIAL OF APPLICATION

- A. **Order granted.** If your application is granted, you will not have to pay for any court fees unless your income changes. You are required to inform the Court if your income changes.
- B. **Order granted in part.** If your application is granted "in part," you are required to pay a portion of the fees as indicated in the Order. If you do not remit payment within 10 days of receiving the Order, all documents previously filed will have no legal effect.
- C. **Order denied.** If your Order is denied, you are required to pay the full filing fee. If you do not remit payment within 10 days of receiving the Order, all documents previously filed will have no legal effect.

## FORMS

**NOTE:** ALL BOLDED ITEMS IN THESE INSTRUCTIONS ARE THE NAMES OF FORMS FOLLOWED BY THE FORM NUMBER.

### COMPLETION OF FORMS

1. You must complete the following forms:

- a. ☐ **Notice of Motion (FL-301)**  
[www.courtinfo.ca.gov/forms/fillable/fl301.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl301.pdf)
- b. ☐ **Application for Order and Supporting Declaration**  
[www.courtinfo.ca.gov/forms/fillable/fl310.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl310.pdf)
- c. ☐ **Attachment (MC-025)**  
[www.courtinfo.ca.gov/forms/fillable/mc025.pdf](http://www.courtinfo.ca.gov/forms/fillable/mc025.pdf)
- d. ☐ **Income and Expense Declaration (FL-150)**, if you are asking for money.  
[www.courtinfo.ca.gov/forms/fillable/fl150.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl150.pdf)

### INSTRUCTIONS FOR FILING

- 2. **Fill out forms completely**
- 3. **Make copies.** You will need two (2) copies of each document plus the original. The court will keep the originals.
- 4. **File.** Give your original and your two copies to the clerk. The clerk will keep the originals and return the two copies to you.
- 5. **Serve.** Someone other than you who is over the age of 18 must provide a copy of each document and the blank forms to the other party at least 21 days before the hearing date.
- 6. **File.** File the Proof of Service (Form FL-330)  
[www.courtinfo.ca.gov/forms/fillable/fl330.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl330.pdf) You must return the original proof of service to the court.
- 7. **Come to court.**
  - You must go to your mediation appointment on the scheduled date.
  - You must go to the court hearing on the scheduled date.
- 8. If necessary, you may need to file a Findings and Order After Hearing (Form FL-340). [www.courtinfo.ca.gov/forms/fillable/fl340.pdf](http://www.courtinfo.ca.gov/forms/fillable/fl340.pdf)

The following documents, along with file-stamped copies of the documents listed above are to be served on the other party:

- ☐ A blank **Responsive Declaration to Order to Show Cause or Notice of Motion (FL-320)** [www.courtinfo.ca.gov/forms/documents/fl320.pdf](http://www.courtinfo.ca.gov/forms/documents/fl320.pdf)
- ☐ A blank **Income and Expense Declaration**  
[www.courtinfo.ca.gov/forms/documents/fl150.pdf](http://www.courtinfo.ca.gov/forms/documents/fl150.pdf)



**Proof of Service by Mail (FL-335)**

[www.courtinfo.ca.gov/forms/documents/fl335.pdf](http://www.courtinfo.ca.gov/forms/documents/fl335.pdf)